STUDENT ELIGIBILITY CHECKLIST

1. At least one person in our organization has access to Common Logon and can use CNP Direct Certification/Direct Verification.	☐ Yes	☐ No	
2. Ran CNP Direct Certification for our entire enrollment. Search method used:_____	☐ Yes	☐ No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDPIR.	☐ Yes	☐ No	
b. Our site did **not** extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	☐ Yes	☐ No	
3. Printed or saved the CNP Direct Certification Match results.	☐ Yes	☐ No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	☐ Yes	☐ No	☐ N/A
5. Processed all applications checking for completeness:			
a. We utilized a date stamp to indicate when applications were received	☐ Yes	☐ No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations).	☐ Yes	☐ No	
c. We ensured the *total household members* box was filled out and that there was Social Security Number information on all income applications.	☐ Yes	☐ No	
d. We ensured all applications contained an adult signature.	☐ Yes	☐ No	
e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison.	☐ Yes	☐ No	
f. We marked which applications were error-prone.	☐ Yes	☐ No	
6. Sorted all paper applications according to their eligibility categories and methods of certification:			
a. Divided free by income, free by case number, free by foster, reduced by income.	☐ Yes	☐ No	
b. We labeled all paper applications for students who are Direct Certification matches and filed them separately.	☐ Yes	☐ No	
c. We removed all paper applications for foster students who provided a Notice to Provider and filed them with their Notice to Provider.	☐ Yes	☐ No	
d. We labeled all applications for students who have withdrawn from school.	☐ Yes	☐ No	
7. Created a Benefit Issuance Document (BID):	☐ Yes	☐ No	
a. Our BID indicates the method of certification for each student.	☐ Yes	☐ No	
b. Our BID indicates the date of approval/effective date of benefits.	☐ Yes	☐ No	